

MINUTES
Personnel Committee
Colorado Springs Utilities Board
June 19, 2023

Committee members present via Microsoft Teams or Rosemont Conference Room:
Yolanda Avila, Dave Donelson and Randy Helms

Staff members present via Microsoft Teams or Rosemont Conference Room: Renee Adams, Mike Francolino, Lisa Barbato, Tristan Gearhart, Natalie Watts, Jennifer Valdois, Heather Harvey, Andrew Johnson and Andie Buhl

1. Call to Order and Welcome

Committee Chair Yolanda Avila called the meeting to order at 10:00 a.m. Ms. Renee Adams, Chief Administrative and Human Resources Officer, read a statement regarding the Colorado Open Meetings Law and City Charter and stated that public comment would not be a part of the meeting.

2. Review of Minutes

The May 15, 2023 Personnel Committee minutes were approved for posting.

3. Strategic Objective: Enable Employee Empowerment - Professional Development of Employees: Springs Utilities' training programs

Ms. Adams introduced the University of Springs Utilities (USU) and Ms. Jennifer Valdois, Workforce Development Manager, explained the program's mission, which is to:

- Provide professional and effective learning and development solutions to positively impact individual and organizational performance.

Ms. Valdois reviewed each section of USU:

1. Instructional design:

- Develop web-based and instructor-led training
- Work with subject matter experts to develop on-the- job training programs
- Work with subject matter experts to develop apprentice programs
- Administer the Learning Management System

2. Technical craft development:

- Responsible for facilitating comprehensive, defensible, professional, high-quality safety, environmental and craft training to meet EPA (United States Environmental Protection Agency) and OSHA (Occupational Safety and Health Administration) standards.

3. Apprenticeship/training programs:

- USU's apprenticeship and training programs combine paid on-the-job training with classroom instruction to prepare workers for highly-skilled careers.
 - 11 Department of Labor (DOL) registered apprenticeship programs
 - Recognized by the DOL in 2017 as a Leader in Apprenticeship Programs
 - 26 non-DOL registered training programs
 - Mr. Andrew Johnson, Workforce Development Specialist Senior – Technical Craft Development, shared personal experience participating in USU's apprenticeship/training programs.
4. Organizational and professional development:
- Is responsible for providing support for all professional development, leadership development, and customer service training needs.

Ms. Valdois reviewed Leader Connections, which is a comprehensive leader development program providing unique exposure to Springs Utilities' four-service utilities and the leaders within the organization. There is a track for everyone interested in developing leadership skills. She reviewed the three types of Leader Connections training at Springs Utilities:

1. Emerging Leader
2. Leadership Fundamentals
3. Leader Essentials

Ms. Valdois reviewed awards Springs Utilities has received for its training programs:

- 2015 BEST Award winner by the Association for Talent and Development (ATD)
- 2018 HR.com Leadership Award winner
- 2018 Training Top 125 Award winner

Ms. Valdois reviewed 2022 USU statistics:

- 647 instructor-led classes taught
- 20,199 web-based offerings available in Springs Utilities' Learning Management System (LMS)
- 24,238 books available in the LMS
- 1,414 book summaries available in the LMS
- 3,678 audio books available in the LMS
- 1,174 audio book summaries available in the LMS

Ms. Valdois reviewed USU's vision:

- We impact Colorado Springs Utilities' transformational growth by being:
 - Intentional in our actions,
 - Innovative in our thinking, and
 - Invested in our people.
 - We are integral to our organization's success.

4. Plan Future Agenda – Next meeting: Monday, July 17, 2023

Ms. Adams reviewed agenda items for the next Personnel Committee meeting.

5. Adjournment

The meeting adjourned at 10:34 a.m.